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NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S C

DDA Memo, 14 APR 77

Auth: DDA MEMO 77/1403

Date: 23 Feb 78 By: OLL

L.K.W.:

FEB 18 1957

REFERENCE: Attached Staff Study on the Processing for Separating Agency Employees

1. Our original staff study was completed and sent to the interested offices for concurrence on 10 July 1956. The process of coordination was completed 15 February 1957. The length of time in this coordination is due to the DD/P primarily. They nit-picked it from L to I Buildings.

2. Mostly, these recommendations point up a way to go on from here with certain principles and procedures delineated.

3. For political reasons, the first recommendation doesn't pin-point who picks up this ball (otherwise there would not be any coordination!).

4. Accordingly, I recommend that the procuring of two Agency handbooks as is recommended for completion of this matter be given over to the Office of Personnel with the requirement that they secure needful contributions from the other two principal components - the Office of Logistics and the Office of the Comptroller - together with other appropriate participation.

5. We have noted that since starting this study during the Spring of last year, that these various offices concerned have improved themselves and have gotten the processing out of the doldrums. In some cases, they didn't know what they were doing, and in other instances were not doing it very well.

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